

**MINUTES OF SPECIAL MEETING**

**OF THE BOARD OF COMMISSIONERS**

April 6, 2021

The meeting was called to order in at 1:03 p.m. by Board President Patricia Hale. In accordance with a motion at the March 16th Board meeting, the meeting was held in a hybrid format. Commissioners and staff had the option to attend in person or by call in. Members of the public were invited to attend via conference call.

**Commissioners Participating** **Staff Participating**

Commissioner Patricia Hale, President (call in) Diane Pottinger, District Manager (call in)

Commissioner Ron Ricker, Vice President Denny Clouse, Operations Manager (call in)

Commissioner Charlotte Haines, Secretary Theresa Harrington, Executive Asst. (call in)

Joe Bennett, District Attorney (call in)

**PUBLIC COMMENT**

Members of the public were invited to participate by telephone conference call. The dial-in number was posted at the drive-up window at the District administrative offices and posted with the agenda on the District website. No members of the public were present.

**APPROVAL AND/OR ADJUSTMENTS TO AGENDA**

Commissioner Haines made a motion to approve the agenda as presented. Commissioner Hale seconded the motion. The motion passed with a vote of 2 -1.

**APPROVAL OF MINUTES**  
Commissioner Haines made a motion to approve the minutes for the March 16 regular meeting Commissioner Hale seconded the motion. The motion passed. Commissioner Ricker abstained from voting.

Commissioner Ricker expressed a desire to discuss and clarify expectations around the new hybrid meeting format. District Attorney Joe Bennet stated that after further consideration following the last Board meeting, he concluded that a separate resolution was not necessary to define policy around hybrid meetings. All District operations are subject to State and Department of Health measures established by the Governor’s guidance, the Department of Labor & Industries (L&I), Coronavirus (COVID-19) Prevention: General Requirements; and the Washington State Department of Health Workplace and Employer Resources & Recommendations as well as CDC guidance. The District will strictly comply with these recommendations and regulations in all their business operations including the optional in person attendance at Board meetings.

**APPROVAL OF VOUCHERS**

District Manager Diane Pottinger presented the vouchers which were reviewed by Commissioner Hale on Friday and submitted to King County in accordance with the emergency voucher approval procedures set forth in Resolution 2020.04.17. Commissioner Haines moved to approve vouchers numbers 6203-6218 and 117502-117562 in the amount $210,343.77 from the maintenance fund and voucher numbers 616-620 in the amount of $6,299.77 from the capital fund. The commissioners discussed several vouchers with staff who answered their questions. Commissioner Hale seconded the motion. The motion passed.

**OLD BUSINESS**

1. **Covid-19 Briefing**

In light of the increased availability of vaccines and the lifting of some public health regulations, Ms. Pottinger briefed the Board on some pressing policy issues requiring District consideration.

**Voucher Approval Process** - Currently, King County plans to continue remote work arrangements until at least July 31, 2021. Until the County returns to normal operations, the District will need to continue the voucher approval process established by Resolution 04.17.2020 and updated in Resolution 02.05.2021. This will ensure the timely payment of vendors. This policy can be revisited once King County returns to normal operations.

**Vaccines** – Ms. Pottinger discussed the importance of protecting the health and safety of all employees and the members of the community we serve. As vaccines become available to all, the District will need to consider its policy on unvaccinated employees in the workplace. Ms. Pottinger shared a sample policy created by Clark Regional Wastewater District and a vaccine acknowledgement form they are using in their District to ensure that employees are aware of their rights and responsibilities regarding the vaccine. The Board reviewed the sample policy and forms and agreed that North City Water District should create a vaccine policy. The Board recommended that Ms. Pottinger discuss this issue at a staff meeting, then draft a policy to present at the next Board meeting with the assistance of Enduris (the District’s insurance provider). The policy will also be reviewed by the District Attorney.

**Ratepayer Assistance-** Ms. Pottinger shared data on the impact of COVID-19 on customers’ ability to pay their water bills. The number of customers in arrears has dramatically increased over the past year. The District currently has 106 customers that are over 120 days past due with an average bill of $500. Currently, the Governor’s moratorium on the assessment of late fees and shuts-off for delinquency remains in effect until July 31, 2021. Once the moratorium is lifted, many customers with large sums due may find it difficult or impossible to bring their account current immediately. There is some federal funding available to assist Covid impacted individuals with their water bills, but the manner and mechanisms for allocating those resources are still in deliberation. Ms. Pottinger will continue to monitor the allocation of these funds so the District can inform and direct customers to available resources. Additionally, the District will need to consider ways in which customers can be supported to both meet current billing obligations as well as work toward resolving balances in arrears. Some options include: suspending or discounting late fees, providing additional grace period for shut offs, and offering payment plans. The Board agreed that good communication and support for customers during this time is very important. They requested that Ms. Pottinger and District staff develop proposed assistance policies and procedures and bring that information back to the next Board meeting.

**NEW BUSINESS**

1. **Consultant Contract Update**

District Attorney Joe Bennett recently conducted a review of the District’s standard consulting services contract. The current contract has been in use since 2012. Mr. Bennett reviewed with the Board his proposed changes. The Board discussed and instructed Ms. Pottinger to send the contract to Enduris for final review and to bring it back for approval at an upcoming Board meeting.

1. **Draft Request for Qualifications for Brokerage Services**

District Manager Diane Pottinger presented a draft Request for Qualifications for the hiring of a professional real estate broker to assist with the marketing, listing and sale off the old maintenance facility. The Board reviewed the request and provided input.

Commissioner Hale made a motion to declare as surplus the District properties located at 16906 15th Ave NE in Shoreline Washington, WA 98155 (King County parcel numbers 5589900020, 5589900030, and 558900035). Commissioner Haines seconded the motion and the motion passed.

Commissioner Ricker made a motion to instruct the District Manager to publish the updated RFQ for brokerage services in the *Daily Journal of Commerce*, the *Seattle Times* and to post on the District website. Commissioner Haines seconded the motion and the motion passed.

**MANAGER REPORTS**

1. **Finance Manager**

No report at this time.

1. **Project Status Report/Operation Manager**Mr. Clouse reported on several pre-application meetings with the City of Shoreline.
   * A 266-unit complex is being planned at 18807 8th Avenue NE. Construction should begin soon.
   * An 18-unit apartment building is planned for the two lots at 1514/1520 NE 146th Street.

Mr. Clouse also updated the Board on CIP 2021.05: 200th Ave Water Main.The District has completed potholing along 200th Avenue NE to clarify what is underground. The information will be sent to BHC so they can begin developing a scope of work for this project.

In other District business, Mr. Clouse reported that there are still a few minor warranty items being addressed at the new maintenance facility, but he anticipates these details will be resolved soon. Lastly, he reported that he has been working with the District Manager on the new inventory tracking system implementation. With the new system, the inventory process takes much less time than it used to.

**District Manager**

District Manager Pottinger announced that the King County Council approved the North City Water District Water System Plan today, at their April 6th council meeting.

Ms. Pottinger updated the Board on several ongoing projects.

* Trupp HR has completed a draft of the salary and compensation survey which is under review by District management. After final review, the survey will be distributed to 14 neighboring districts in mid-April.
* The Environmental Protection Agency (EPA) Risk and Resiliency Certification for small water systems is due on June 30, 2021. Ms. Pottinger is working with Mr. Clouse to complete this process. The EPA also requires the District to submit an updated Emergency Response Plan by the end of this year. Ms. Pottinger has reached out to two of the firms on the District’s engineering services roster (RH2 and Varius) that specialize in emergency planning to requests scope of work and bids for this project.
* The District had planned to review the possibility of refinancing the District bond this April. Ms. Pottinger recommended to the Board that the bond review be tabled until a new Finance Manager is hired. The Board agreed.
* Ms. Pottinger informed the Board that staff is in the processing of identifying items ready for surplus at the old maintenance facility and the administrative offices. A resolution to surplus will be brought to an upcoming Board meeting.

Lastly, Ms. Pottinger reported that the financial statements will be ready to submit this week.

COMMISSIONER REPORTS

Commissioner Ricker had no report at this time.

Commissioner Haines had no report at this time.

Commissioner Hale reported on attendance at several Operating Board Meeting.

LEGAL REPORT

Mr. Bennett requested the Board go into an executive session for the purpose of considering pending or potential litigation per RCW 42.30.110(1)(i). The public session closed at 2:25 p.m.

**EXECUTIVE SESSION**

The Board resumed in an executive session at 2:26 p.m. for 22 minutes for the purpose of considering pending or potential litigation per RCW 42.30.110(1)(i). The Commissioners, Mr. Bennett and the District Manager Diane Pottinger were present. The executive session concluded at 2:48 p.m. The meeting went into a short recess and resumed for public session at 2:49 p.m.

Commissioner Hale concluded the meeting at 2:49 p.m.

The next regular meeting of the Board will be on April 20, 2021 at 3:00 p.m. in a hybrid remote/in-person format. The public is invited to attend via telephone conference call.

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Charlotte Haines